

## Refugee Resettlement Program Caseload Movement Report (RS 51)

### Content

This report provides information on the number of persons and cases participating in the Refugee Resettlement Program (RRP) through the Refugee Cash Assistance (RCA) program and the number of children in the Unaccompanied Minors (UM) program.

### Purpose

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

### Distribution

Data from this report is used for mandated federal reports and also compiled into quarterly summaries for use by departmental managers, the State Legislature and other interested agencies and individuals.

### Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Refugee Programs Branch at (916) 654-3003. Send completed report to:

California Department of Social Services  
Refugee Programs Branch, MS 6-610  
744 P Street  
Sacramento, CA 95814

### Definitions

Case: For the purpose of this report, a case is defined as a cash assistance case that contains at least one refugee.

General Assistance/General Relief Case: For the purpose of this report, a GA/GR case is defined as a cash assistance case that contains at least one refugee who has been in the U.S. 60 months or less.

Intraprogram Transfer: An intraprogram transfer is a transfer from one cash grant program to another, which is completed without interruption in aid payment, i.e., from AFDC to RCA.

Intraprogram Status Change: An intraprogram status means a change in status from one part of the same program to the other, i.e., changes between RCA Family and RCA One-Person.

Restoration: An approved request for restoration of aid from a former recipient of aid as specified in CDSS Manual of Eligibility and Assistance Standards, Section 40-125, entitled Reapplication, Restorations and County of Responsibility.

UM: Under this program segment, only unaccompanied minors meeting the criteria in Div. 69-213.21-23 and age requirement in MPP 42-101.1 are to be reported.

### INSTRUCTIONS

#### PART A. REFUGEE CASH ASSISTANCE (RCA): For Items 1-3

- In Column (1), enter the *unduplicated* number of persons.
- In Column (2), enter the *unduplicated* number of RCA Family cases.
- In Column (3), enter the *unduplicated* number of RCA One-Person cases.

1. Recipients at end of previous quarter. Enter the number of persons and cases as described above. These entries must equal Item 2 of the previous quarter's report unless there are adjustments in caseload resulting from action authorized in prior months and not previously reported. These adjustments are to be included in Item 1 (and an explanation provided on the reverse side of the form) and are not to be reported in Item 3.
2. Recipients at end of this quarter. Enter both the number of persons and cases as defined above which were active at the end of the quarter, i.e., those cases and/or persons where an official authorization for aid was in effect at the end of the quarter. These numbers represent a *point in time* picture of the RCA caseload on the last day of the quarter and are not cumulative.
3. New enrollees during quarter. Enter the number of persons and cases as defined above which were new RCA eligibles added for the quarter. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers from AFDC to RCA. Also, report intercounty transfers. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item, but are shown as adjustments in Item 1. This data is cumulative for the quarter.

Additions during the quarter include the following:

- Applications approved for cash grant
- Restoration requests approved including any action which falls within the definition of both a restoration to RCA and an intraprogram status change or interprogram transfers from AFDC to RCA
- Transfers from other counties for which the reporting county accepted responsibility for payment of aid during report month
- To approve aid on appeal cases
- To restore aid to cases erroneously denied or discontinued
- To restore CA 7 discontinuances where completion of new application is not deemed necessary
- To add to the number of CA Unit by splitting an existing CA Unit

#### PART B. UNACCOMPANIED MINOR PROGRAM

All items in this section are a persons count.

4. Minors in care at end of previous quarter. Enter the number of children in care under Office of Refugee Resettlement (ORR) funding at the end of the previous report period, e.g. the number from Item 7 of the report for the previous quarter.
5. Entered care. Enter the number of unaccompanied minor refugee children who entered care during the report period.
6. Left care. Enter the number of refugee unaccompanied minor children who left care due to emancipation, family reunification, etc. during the reporting period.
7. Minors in care at end of this quarter. Enter the number of unaccompanied minor refugee children in care at the end of the current report period (Item 4 plus 5 minus 6).

#### PART C. GENERAL ASSISTANCE/GENERAL RELIEF

8. General Assistance/General Relief. Enter in the appropriate columns the number of all refugee cases and persons that received General Assistance/General Relief during the report quarter.